

[Print on Large Paper]

[Print on Large Paper]

<<Tenant's name>>  
<<Address>>  
<<Address>>  
<<Address>>

<<Date>>

Dear <<Tenant's name>>

**Your tenancy of <<Property address>> is terminated**

We/I regret to inform you that [due to <<Reason for termination>>] we/I wish to terminate your tenancy.

A Notice under Section 8 of the Housing Act 1988 has been served on you. Please read the Notice carefully and seek advice if you are unsure of your rights.

We/I intend to apply to court for a possession order if you have not vacated the property by the date set out in paragraph 5 of the Notice.

We/I take this opportunity to remind you that you must take before you leave the property. As you know, I am/the landlord. A deposit which will be refunded in full to you when you moved in.

I would ask you please to go through the property and make sure that all actions have been completed by the time you vacate. If the checklist is complied with in full it should not be necessary for me to make any deductions from your deposit.

**Checklist**

1. The property should be clean and tidy.
2. All items belonging to you should be removed.
3. All furniture and other contents should be returned to the original rooms.
4. The carpets and upholstery should be professionally cleaned.
5. The windows should be clean and clear.
6. The walls should not need redecorating. Picture/poster fixings often damage walls.
7. The cooker/oven/grill should be cleaned.
8. The cupboards should be empty.
9. The fridge/freezer should be empty and defrosted (unplugged and the door left open).
10. The bath, toilet, sinks and kitchen should be cleaned and de-scaled.
11. The garden (if any) should be tidy and in good state.
12. Rent must be paid up to date. If you are in arrears for you to assume that the last month's rent may be paid by you from your deposit.
13. Please arrange for post to be delivered to you by email or online.
14. Please arrange for the telephone to be disconnected.
15. Please DO NOT contact the landlord or agents. We will read the meters together when you vacate.

S

I should be grateful if you would complete the enclosed duplicate letter and returning it to me in the stamped envelope provided.

by signing the enclosed duplicate letter and returning it to me in the stamped envelope provided.

Yours sincerely,

[For and on behalf of the] Landlord

A

I/we confirm receipt of the letter of

Signed:

.....  
.....  
.....  
.....

M

Dated: .....

.....  
.....  
.....

P

L

E